

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Government / Grant in Aid / Private Multipurpose Health Workers (Female) Training Schools – New admission policy – Policy on regulation of grant of permission to the Private Multipurpose Health Workers (Female) Training Schools and other materials connected therewith – Rules – Issued.

HEALTH, MEDICAL & FAMILY WELFARE (K2) DEPARTMENT

G.O.Ms.No. 99

Dated 26.05.2014.

Read the following:

- 1) G.O.Ms.No.555, HM & FW (G1) Dept., dt.07.9.1989.
- 2) G.O.Ms.No.217, HM & FW (M2) Dept., dt.03.5.1995.
- 3) From the Director, Family Welfare, Lr.Rc.No.16459/RHS-D/94,
Dt. 11.96.
- 4) G.O.Ms.No.267, HM & FW (E1) Dept., dt.14.7.1997.
- 5) G.O.Ms.No.314, HM & FW (D2) Dept., dt.16.8.1997.
- 6) From the CH & FW, A.P., Hyderabad, Lr.Rc.No.27/RHS-D/2007,
dt.11.6.2012 & dt.20.6.2013.

ORDER:

Whereas the Government have been considering to have a comprehensive policy, rules, regulations and guidelines on functioning of the MPHWS (F) Training Institutions and to have regulations, which are essential to impart standard qualitative training to the Auxiliary Nurse Midwifery. Auxiliary Nurse Midwifery / Multi Purpose Health Worker (F) plays a vital role in the rural health care delivery system duly enabling the MPHWS (F) to provide accessible, equitable, affordable, quality health care;

2. And whereas the purpose of Multi Purpose Health Worker (F) / Auxiliary Nurse Midwifery Course is to prepare candidates to function at community level with specific competencies to fulfill the health needs of the community.

The objectives of the training are

- (1) Appreciate the concept of holistic health and understand the influence of socio-economic and environmental factors on the health status of the community.
- (2) Identify health problems / needs and resources in the community and mobilize social support for active participation of the community in health care activities
- (3)
 - (a) Render skilled child care services at home, clinic and school
 - (b) Participate in all the national health and family welfare programmes at community level
- (4) Provide skilled midwifery services to all mothers in the community and refer mothers at risk to hospitals
 - (a) Provide preventive, promotive, restorative and emergency health care to individuals and community as required
 - (b) Participate in all the national health and family welfare programmes at community level
- (5) Provide treatment of minor ailments
- (6) Act as a team member in the health care delivery system
- (7) Identify health problems / needs and resources in the community and mobilize social support for active participation of the community in health care activities

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- (8) Guide / Train birth attendants, anganwadi workers (AWWs), other community health activist and volunteers
- (9) Coordinate and collaborate with other health team members and community based organizations, Non-Govt. Organizations (NGO) and village administration
- (10) Update knowledge and skills for professional and personal growth
- (11) Provide skilled care to all neonates in community and refer neonates at risk to the appropriate levels
- (12) Provide need based information and counseling related to health of individuals, family and groups

3. Now, therefore, the Government have also been considering the need to have a comprehensive policy for granting permission to Multipurpose Health Workers (Female) Training Schools and to have regulation as regards the functioning of Government /Government Aided/Private Multipurpose Health workers (Female) Training Schools in order to maintain the minimum standards required in these institutions and to have a uniform admission policy to Government / Grant in aid /Private Multipurpose Health workers (Female) Training Schools with the qualification of passing of Intermediate course or equivalent examination with a period of two years training course with new syllabus from the academic year 2014-15 inconformity with guidelines/regulations of Indian Nursing Council, New Delhi, Government in supersession of any guidelines / instructions issued earlier and in supersession of guidelines / instructions issued in G.Os. 1st and 5th read above have decided to make rules in regard to New admission policy for admission of students in Government / Grant-in-aid / private MPHWS (F) Training Schools and to accord permission to the Private Multipurpose Health Workers (Female) Training Schools and procedure.

4. Accordingly, the following notification shall be published in the Andhra Pradesh Gazettee.

5. The Director of Medical Education / Commissioner & Director of Family Welfare, Andhra Pradesh, Hyderabad and all other officers concerned shall take suitable action as per the rules issued through this G.O.

NOTIFICATION

In exercise of the powers conferred by section 99 of the Andhra Pradesh Education Act, 1982 (Act 1 of 1982), the Governor of Andhra Pradesh hereby makes the following Rules.

RULES :

- (1) These rules may be called the "The New Admission policy of Andhra Pradesh Government / Grant in aid /Private Multipurpose Health Workers (Female) Training Schools and Grant of permission to Private Multipurpose Health Workers (Female) Training Schools rules, 2014."
- (2) They shall apply to all Government / Grant in aid /Private Multipurpose Health Workers (Female) Training Schools / Institutions imparting Multipurpose Health Workers (Female) Training Course in the State.(Vocational MPHWS(F) Training Course)

2. CATEGORISATION OF SEATS:

- (1) 60% of the total number of seats shall be called "free seats" and the remaining 40% shall be called "Management Seats"
- (2) There shall be no management seats in the Govt./Grant in aid MPHWS(F)training Schools and all seats shall be considered as free seats.

3. METHOD OF ADMISSION:

- (1) Admissions to "free seats" shall be made by a Selection Committee consisting of the following Members:
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|-------|--|----|------------------|
| (i) | Joint Collector of the District | .. | Chairman |
| (ii) | Dist. Medical & Health Officer | .. | Member- Convener |
| (iii) | Superintendent of the Dist Headquarters Hospital | .. | Member |
| (iv) | Principal of the training institute concerned | .. | Member |

Note 1 : The above committee shall make selections purely based on the merit on the basis of the aggregate marks obtained by the candidates in the minimum qualifying examination for Multipurpose Health Workers (Female) Course, i.e. Intermediate Public Examination or its equivalent with any group. In declaring such merit, candidates who pass under compartmental system shall be placed after candidates who pass in a single sitting and other guidelines for finalizing the merit shall be followed.

Note 2 :After selection of the students the selection list shall be submitted to the Commissioner of Health & Family Welfare, AP, Hyderabad before commencement of Training Course.

- (2) The Principals of private institutions shall admit candidates as allotted by the above committee on the basis of ranking assigned to them against 60% "free seats";
- (3) The maximum number of students to be admitted in an institution shall not exceed (40) forty. However, if infrastructural facilities, teaching staff etc., in an institution are found to be inadequate to train (40) forty students, Government have the right to permit a lesser number of students; and
- (4) Admission to "management seats" shall be done by the institution only after the list of students to be admitted is checked by the Selection Committee.
- (5) Admissions for both the convener quota and management quota seats in MPHWS (F) Training Course shall be taken up through online w.e.f.2014-15 onwards.

4. RULES OF RESERVATION:

Rule of reservation shall be strictly followed while making selection for both free seats and management seats. Unfilled seats meant for reserved categories shall be kept vacant and shall not be filled up. The stipulations of local area reservations shall be followed as prescribed in the rules in force by the Education Department.

5. FEE STRUCTURE:

A maximum fee of Rs.1000/- per month per head shall be charged for Free Seats. As regards to Management Seats, the fee shall not be more than five times the fee applicable for Free Seats. Government will have the authority to fix the maximum fee chargeable for free seats and also to fix an upper limit in respect of fee for the management seats.

6. QUALIFYING EXAMINATION & MINIMUM & MAXIMUM AGE:

- (1)The minimum educational qualification for admission into the Multipurpose Health Workers (Female) Training Course shall be Intermediate pass with any group.
- (2) The candidates should have completed the age of 17 years as on 31st December of the year and the upper age limit is 30 years. The upper age limit is relaxable by 5 years in case of SC / ST / BC as per rules in force.

7. REQUIREMENT OF PHYSICAL FACILITIES:

The physical facilities in terms of land, buildings, Class-room facilities, laboratory facilities, requirement of personnel and equipment shall be as follows:

(i). **School Building**

There should be a separate building for the school and hostel. It should have an open space to facilitate outdoor games for the students.

(ii) Office: There should be individual furnished office room for Principal, Teachers, Clerical Staff. A separate telephone connection for the school is necessary

(iii) Class Room: There should be two adequately large classrooms, accommodating required number of students (i.e. for 20-40 students size of the room should be 720 sq. ft.). Rooms should be well ventilated and properly lighted. There should be chairs with arms or desks according to the number required. Suitably placed black / green or white board should be available in the class rooms.

(iv) Skills Lab: (a) The Skills Lab shall have a set of structured skill stations with the specific objective of imparting competency in skills. The teaching and training at the Skill Lab shall be through interactive learning. The methodology for such learning focuses on gaining knowledge through power point presentation and discussions, use of videos and skill acquisitions through repeated hands on practices on the mannequins.

(b) Ideally, there should be enough space to accommodate all skill stations in one big hall which is about 1000 sq.ft. Attached to this hall there shall be a space of about 300 sq.ft., which will function as a seminar room where facilities for presentations (computer / laptop, LCD projector, screen, etc.) are available. Every lab must have net connectivity.

(v) Nursing Laboratory: There should be a demonstration room with at least two to four beds and adequate number of cupboards with necessary articles for demonstration. Provision should be made for community, midwifery and first aid demonstration and practice.

(vi) Nutrition Laboratory: There should be provision for nutrition practical. Cooking gas, stove and wash basin with tap connections, suitable working tables and sufficient number of necessary utensils for conducting cooking classes.

(vii) Library cum study: There should be a room of adequate size in order to accommodate 40 students at a time, with sufficient number of cupboards, library books and adequate number of chairs and tables for the students. Library should have updated edition of textbooks, referral books, few professional journals and general knowledge magazines as well as storybooks etc. in sufficient numbers.

(viii) Audio visual aid: School must have a TV, DVD player, an overload projector, LCD projector, laptop for projection computer facility, models, charts, skeleton & manikin / simulators, neonatal resuscitation equipment, home visiting bags, delivery kits etc.

(ix) Toilets: There should be adequate toilets facility in the school building for the students and teachers at-least in the ratio 1:10

(x) Garage: There should be a garage for the mini bus.

(xi) Residential Facilities for students: ANM training, being a residential programme, has to have adequate hostel facilities for the students. The hostel has to accommodate 40-80 students. It has to have the following facilities:

- (a) Safe drinking water facility should be available. All the rooms should have adequate number of cots, lights and fans

- (b) Dinning room to accommodate forty students at a time with a hygienic kitchen, pantry and storing facility.
- (c) There should be sufficient number of living rooms, to accommodate all students, preferably not more than two in a room.
- (d) Bathrooms and toilets sufficient in number (one for every 10 students)
- (e) One visiting room with sitting arrangement and an attached toilet.
- (f) One recreation room with TV, Radio & indoor games
- (g) One sick room to accommodate 2-4 students, with toilets attached.
- (h) Other facilities like hot water arrangement for winter and water cooler for summer should be there.
- (i) Hostel should have telephone connections

(xii) Budget:

School should have separate budget and Principal / Principal Nursing Officer should be the drawing and disbursing officer. Budget should make provision for the following:

- (a) Salary of staff
- (b) Remuneration of external lecturers
- (c) Purchase of library books
- (d) Cost of fuel for the school vehicle
- (e) Purchase of audio visual aids
- (f) Office expenses
- (g) Water, electricity, telephone charges etc.
- (h) Contingency
- (i) Stipend for students (if given)
- (j) Inspection and affiliation fees

(xiii) ANM School management committee: The school should have a management committee comprising of:

- | | | |
|---|---|-------------|
| (i) Principal / Principal Nursing Officer | - | Chairperson |
| (ii) Nursing Tutor | - | Secretary |
| (iii) Nursing Tutor / PHN | - | Member |
| (iv) District Public Health Nurse / Nursing Officer | - | Member |
| (v) Nursing Superintendent / Nursing Incharge of the Hospital / CHC / RH | - | Member |
| (vi) Superintendent / Medical Officer Incharge of the Hospital / CHC / RH | - | Member |

Provided that quarterly (once in three months) meetings shall be convened regularly to monitor curriculum implementation and examinations

(xiv) Transport:

- a) School must have a 20-25 seater minibus
- b) There should be 6-8 Mopeds for students for community health nursing practice.

(xv) Communication: School must have an independent telephone line.

(xvi) Annual Admission:

- (a) Minimum students intake is 20
- (b) Maximum students intake is 40

(xvii) Teaching Aids should be provided

- (1) Sufficient Books, Journals, A.V.Aids, Charts, Model Kits, Anatomical Models & Female Pelvis, Model Foetus of different Mothers as prescribed by the Director, Medical Education.
- (2) TV, and VCR
- (3) Laboratory Equipment for examinations of H.E., Urine, B.P.Aparatus, Stethoscope, Foetoscope, Height & Weight Machines as prescribed by the Director, Medical Education.

8. STAFFING PATTERN :

- (i). Teaching Staff :

Teaching faculty for 20-40 annual admission:

Category	Number of cadre	Qualifications & Experience
Principal	1 (one)	MSc (N) with 3 years of teaching experience (OR) B.Sc (N) with 5 years of teaching experience
Nursing Tutor	4 (four)	B.Sc (N) / Diploma in Nursing Education & Administration / Diploma in Public Health Nursing with 2 years clinical experience

Note:

- (a) There should be provision for appointing part-time teachers for subjects required.
- (b) Salary of the teaching staff should be on par with Government as far as possible.
- (c) Independent family accommodation should be available in or near the campus of the Hospital / CHC Rural Health Treatment Centre for 80% of the teaching staff.

(ii) Non Teaching Staff

Accountant cum cashier	-	one
Clerk cum Typist	-	one
Driver	-	one
Cleaner	-	one
Office Attendant	-	one
Sweeper	-	one

There should be provision for temporary appointment of reliever in any post when required.

(iii) Staff for the hostel

Warden cum house keeper	-	one
Cook cum helper	-	three
Sweeper	-	one
Chowkidar / Security Guard	-	three

- (1) Provision of leave reserve should be there
- (2) Family quarter should be provided for the warden in the hostel
- (3) Cleaning, security, mess facilities may be engaged on contractual basis.

(iv) Guest Lecturers / Part-time Lecturers by Government Teaching Staff:

Experts working or retired may be engaged on Guest Lecturer / Part-time Lecturer basis on suitable remuneration ; however in case of Part-time Lecturers, one individual shall not be employed by more than one Institution on part-time basis. District Medical & Health Officer of the District should be empowered to check up the list of teaching staff in the Multipurpose Health Workers (Female) Training Institutions so as to compare and see, if the same Teaching is shown as working in two Institutions.

(v) In-service / Training of the Faculty:

The Training Institutions including the existing Institutions should provide in-service Training for the Faculty, CAMT, at Indian Institute of Health & Family Welfare, Hyderabad or any other Institutions identified by the Government.

9. ATTACHMENT FOR HOSPITAL OR FOR FIELD TRAINING:

- (i) The Training Institution should be attached to one or two hospitals with a total of at least 60 (sixty) beds with majority for maternity cases and also having pediatrics, general and surgical cases;
- (ii) No Training Institutions shall be permitted to have attachment to a Hospital, to which another Training Institution is already attached.

10. CLINICAL ATTACHMENT FEE:

Multipurpose Health Workers (Female) Training Schools which require clinical attachment for purposes of training of their students in Government Hospitals shall have to pay a fee of Rs.1000/- per head per annum. However, Government reserve the right to revise this fee from time to time.

- 11.** There shall be an inspection by A.P.Nurses & Midwives Council with application fee of Rs.1000/- for new schools and Inspection fee Rs.20,000/- for first and second inspections for recognition and Rs.8,000/- for renewal of recognition for every 3 years. The fee is revisable from time to time.

12. CURRICULUM:

- (i) The Curriculum as prescribed by Nursing Council shall be followed.
- (ii) Multipurpose Health Workers (Female) Training Institutions must ensure the prescribed number of deliveries to be conducted by a candidate under supervision of Teacher / Doctor as prescribed by the Nursing Council. This should be incorporated in the teaching plan worked out by each Institution, in consultation with the Hospital to which it is attached for practical training.
- (iii) The concerned Teacher of the Multipurpose Health workers (Female) Training Institution must be present in the Hospital concerned during the tour their candidates being trained. This is necessary for improving knowledge of the candidates; and
- (iv) Field Visits :

Before candidates appear for the Final Examination, they should be exposed to the field situation through attachment to Primary Health Centres and with specific Auxiliary Nurse Midwives (ANMs) for 6 weeks. They should accompany Auxiliary Nurse Midwives (ANMs) in their village visits and Immunization / Ante-Natal Clinics. Field training should be duly certified by the Medical Officer.

13. SYLLABUS AND CONDUCT OF EXAMINATION FOR AWARDING DIPLOMA / CERTIFICATE:

Syllabus for the Course shall be prescribed by the Commissioner of Health & FW/Director of Medical Education as per the guidelines of Nursing Council of India and the Examination for awarding of Diploma or Certificate shall be

conducted by the Commissioner of Health and Family Welfare as per the guidelines of the Indian Nursing Council.

14. PERIODICTIY OF ADMISSION:

- (i) All the Govt./Grant in aid / Private Multipurpose Health Workers (Female) Training Institutions shall admit candidates uniformly in the month of June of the admission year by proper Paper Notification in at least two leading daily News Papers, one of which shall be in Telugu ; and
- (ii) The duration between one batch and another batch shall be one year (12 months). The Institution shall not admit more than 40 (forty only) candidates. If any Institution admits more number of candidates, they shall not be eligible to appear for the Common Board of Examinations, and serious action will be taken on the Management's of such schools.

15. EXAMINATION AT THE END OF EACH YEAR

- (i) Examination shall be conducted by the Commissioner of Health &FW/ Director Medical Education after completion of one (1) year.
- (ii). To prevent malpractice in the Examination, at the time of admissions itself of every batch, a list (Register of all candidates with names, addresses, identification marks and attested Photographs) shall be sent to the Commissioner of Health & F.W./Director, Medical Education. Issue of hall tickets for examinations shall be limited to the number of students admitted as per the list so furnished; and
- (iii). Examination shall be held in a centralized place in each District. Preferably outside Departments Staff (College Principals, Faculty etc.) shall be nominated as Chief Superintendents. Other staff also shall be from outside Department.
- (iv). Practical examination is conducted as per guidelines of Indian Nursing Council. Practical exam must be conducted at District Hospital having sill lab. By Nsg. Faculty having experience in MPHWS (F) training Programme.
- (v) Maximum number of attempts permitted for each paper is 3 including first attempt.
- (vi) Maximum duration of completion of the course is 4 years.
- (vii) A candidate failing in more than one subject shall not be permitted to the next year.
- (viii) No candidate shall be permitted to appear in the second year examination unless the candidate passes the first year examination.
- (ix) 5 marks as grace marks in total (Theory) for each exam, if the student is at border.

16. CLINICAL SKILL TRAINING TO THE STUDENTS BEFORE ISSUE OF FINAL CERTIFICATE:

The Training Institution should depute the candidates after passing their Multipurpose Health Workers (Female) Training Examination held by the Board of Examination, to under-go three (3) - months clinical skills Training in any recognized Hospital / Clinic / First referral unit identified by the Government preferably in Obstetrics and Gynecology Units before Original / Provisional Certificate is issued.

- 17.** The Government have constituted a Committee for consideration of the applications for establishing private Multipurpose Health Worker (Female) Training Schools vide G.O.Ms.No.108, Health, Medical and Family Welfare (K2) Department, Dt.07.04.2005 under the Chairmanship of Justice Pandu Ranga Rao Committee (Retd., Judge). Government shall issue Essentiality Certificate to only such applicant institutions which are recommended by this Committee.

- 18.** Institutions which obtain Essentiality certificate from Government shall be deemed to be recognized by the State Government and Certificate awarded by the Commissioner Health & Family Welfare shall be considered valid unless the Nursing Council of India and the Andhra Pradesh Nursing Council finds its performance and standards are poor recommends to the State Government to de-recognize the institution.

- 19.** (a) The above rules shall be made applicable to the existing institutions also. The existing institutions having any deficiencies as per the stipulations of these rules shall make good such deficiencies within a period of 6 months from the date of issue of these rules ; and
- (b) In case, any deficiencies or irregularities are noticed during the course of the functioning of an institution depending on gravity of such deficiencies / irregularities, a notice shall be given to the institution concerned calling upon it to make good the deficiencies and also to take appropriate steps for its proper functioning, within a maximum period to be notified. If the institute fails to do so, the permission accorded to it shall be canceled and the students undergoing studies there shall be transferred to the nearest Government run Multipurpose Health Workers (Female) Training School. The students so transferred to the Government institution shall not be entitled for stipend on par with the other students.
- 20. SECURITY DEPOSIT:**
- (1) There shall be a Security Deposit to be maintained by the applicant Institutions for a minimum period of 5 (five) years in Nationalized Bank in the Joint name of the Principal of the Institution and the Head of the Department concerned, of Health, Medical and Family Welfare Department as an evidence of the financial credibility of the Institution. This security Deposit which shall be maintained in the form of a fixed Deposit Certificate, shall be kept in the custody of the concerned Head of the Department till the period of 5 (five) years is completed. The period of five years shall be reckoned from the date of admission. The Security Deposit to be maintained by the Multipurpose Health Workers (Female) Training Schools should be as follows:
- (i) Rs.3,00,000/- (Rupees three Lakhs only) where the Institution is located in places other than those recognized as backward areas :
- (ii) Rs.2,00,000/- (Rupees two lakhs only) for Institutions to be located in backward areas and ;
- (2). The definition of backward area shall be as fixed by the Government from time to time.
21. On issues other than those expressly provided for in these rules, the regulations of Indian Nursing Council shall apply.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

L.V.SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Health & Family Welfare, A.P., Hyderabad.
The Director of Medical Education, A.P., Hyderabad.
The Registrar, A.P. Nurses and Midwives, ANMs & HVs Council, Hyderabad.
The Registrar, Indian Nursing Council, New Delhi.
The Director of Public Health & Family Welfare, A.P., Hyderabad.
The Director, Printing, Stationary & Stores Purchase, A.P., Hyderabad.
for publication in the Andhra Pradesh Gazetted.

Copy to:

The Social Welfare / Education Department.
P.S. to Prl. Secy. (HM & FW) to Govt.
The Scrutiny cell of Law Department.
Sf/Sc.

//FORWARDED::BY ORDER//

SECTION OFFICER